



**ATHLOS
ACADEMY**
**ATHLOS ACADEMY OF UTAH
BOARD OF DIRECTORS MEETING**

Date: January 17th, 2018 Time: 6:00 PM
Location: 12309 South Mustang Trail Way, Herriman, UT 84096, Room 124

Attendance:

Andy Lavin:	Present	Absent
Todd Bingham:	Present	Absent
Eric Christensen:	Present	Absent
Bethany Zeyer:	Present	Absent
Josh Cummings:	Present	Absent
Rob Ninow:	Present	Absent
Jeana Bonner:	Present	Absent

Others Present (list): Esther Blackwell, Jeff Gunther, Rob Ninow, Rich Eccles, Alan Anderson, Joel Young

Standing Items:

Called to order at: 6:18pm

Approval of Virtual Meeting Participation: N/A

Minutes:

Motion to Approve Meeting Minutes_by: Josh
2nd by: Jeana
Discussion?
For: 4
Against: 0
Abstain: 1 (Todd)

Public Comment (duplicate if necessary):

Who?
Comment?

Board Development:

Description of Development: by Jeff Gunther – Annual Required GRAMA/OML training

Jeff explained the fundamentals of Open Meetings Law about meeting notice, meeting minutes, closed session, and virtual meetings. There was some additional discussion about email chains and that care should be taken when emailing what would formulate a board quorum of individuals. Jeff reminded us to not use our personal email since it is a trickier thing to audit.

Jeff then explained the fundamentals of GRAMA, namely different types of records, the rights individuals have to free access to public records, and the need to appoint a Records Officer that needs to complete an online training. No action was taken at this time regarding who is the Records Officer.

Audit Presentation, by Rich Eccles from Eide Balley



Rich reviewed with the board the results of Eide Balley's annual audit of the school, its finances and operations, and the board. Eide Balley did not report any findings.

Rich took some time to explain in detail that the lease which the school has on the building is large enough and long enough that it needed to be included on the Statement of Financial Position as if the school owned the property.

Todd clarified that depreciation of the building is on the life of the lease, which is 25 years.

Motion to Receive Report, by Todd

Second: Josh

For: 5

Against: 0

Director's Report: by Director Esther Blackwell

Key highlights:

Esther first showed the board some pictures of school activities and events from the past month including the student food drive, the Festival of Trees donation, and other Christmas activities.

Next, she reported on enrollment and retention. Current enrollment remains stable, fluctuating between 880 and 890 from week to week. The report included per-grade waitlist numbers as well as projections on students that are returning to each grade.

Some brief discussion ensued around what is the school's target retention rate, which Jeff and Esther explained is 92%.

Esther then reported on upcoming events in the school. One such event is a visit to the State Capitol building on the 25th. Todd offered to coordinate so the kids in attendance can be recognized on the senate floor.

After this, Esther reported on current efforts to get more enrollment. Discussion ensued specifically around door hangers, mailers, and digital advertising through Facebook and Google. Todd expressed concern around the expense of door hangers. Esther said that they found a really good deal on the door hangers this time around, so they proceeded. She has found the mailers to be the most expensive. Todd asked whether or not the school was taking advantage of the geofencing features that Facebook and Google offer for ad targeting, and Jeff and Esther replied that they were not, but would take it under advisement.

Bethany added that the school should have a float in the parade and a booth at Herriman Days.

Esther then reported that DIBELS and WIDA testing were this month. Discussion ensued regarding helping ELL students. Esther explained that today there are two programs, Duo Lingo and Imagine Learning, that the school is using. Also, she is seeing success with Breakfast and Books and well as teachers taking time after school to tutor students.

Todd raised the idea that returned missionaries or high school students might be willing to come and volunteer some of their time, explaining that he did something like that after his mission while in college. Josh added that he'd done the same thing in his senior year in high school. Esther said that she would take a look.



Esther then began a new section of her report that Bethany requested where Esther would report on progress on key areas of focus for the school. Overall, she reviewed six areas of focus and chose to focus on one in particular for this month's discussion, which was her sixth area: "Creating a safe and appropriate environment for high need students with IEPs."

There was first some discussion about Esther's first area about hiring experienced, quality teachers. Esther explained that the biggest barrier to getting teachers to move to Utah in order to teach is the pay scale that public schools offer in Utah. Many of the teachers at Athlos are first or second year teachers.

There was also discussion about Esther's fifth point, "Driveline Safety", regarding what recourse the school has for parents who are violating the traffic rules in the parking lot. Some parents, for example, are going through the driveline backwards and doing a U-turn instead of going through the driveline correctly. Esther explained that they can be ticketed by a police officer since the building is public property.

Esther proceeded to her report on her six point regarding safe environments for high-need students. She showed the school's Positive Behavior and Interventions pyramid which tiered the levels at which student's need support. There are three tiers of support that the school has defined with the majority of students who need additional behavioral support being in the bottom tier, 5-10% being in the middle tier, and 1-5% being in the highest-need tier. The school has three rooms dedicated to these three tiers, and Esther offered to the board to give them a tour outside the meeting.

Esther explained that a number of the items in the pyramid as well as specific implementation actions in the school were learned from a special school that Esther visited which is dedicated to helping students of the highest behavioral need.

There was some discussion about when and at what point Esther would know whether these changes were having a material affect; she explained that it was too early to tell, though she and the teachers are hopeful and positive.

Motion to return to open session: Todd

Second: Jeana

For: 5

Against: 0

Athlos Report: by Jeff Gunther

Key highlights:

Jeff reviewed some restructuring that has happened at Athlos HQ, specifically the addition of Dr. Andrea Thomas-Reynolds who would be coming into town for the next board meeting to meet the board. She will also be in town January 31st and February 1st if any in the board would like to take advantage of that.

Jeff also reported on some enrollment analysis that he had done which showed that enrollment numbers last year moved at about 12% from month to month and now it appears to be 4%, showing that enrollment has stabilized.

Also, the initial intent-to-return survey has mostly come back, which 642 students stating they did intend to come back next year and 37 stating no.

Monthly Financial Report: by Jeff Gunther



Key highlights:

During the finance committee meeting, Todd asked several questions, which Jeff researched and reported on at this point. Specifically, there was a question about a Worker's Comp charge, the budget for 401k, a high utility bill, and a particular equipment expense.

Alan explained that the Worker's Comp expense was actually for last year in June, but the bill didn't come in until July, which means that it needed to go onto this year's budget instead of last years.

Jeff and Alan explained that last year the school budgeted for a 100% take rate, but that it was so under-utilized that the school adjusted the budget down proportionally.

Alan explained that the higher utilities was because the school decided to reseed certain areas of grass. The school may eventually need to place cement in certain places, however, for now the higher water bill was because of the cost of watering the reseed sections of the lawn.

The equipment expense was because of a set of projectors that were purchased last year, but did not arrive until July 9th, at which point they need to be placed on this year's budget instead.

Todd asked whether or not Jeff would continue to report on Financials, and Jeff explained that he would report on them only this month and anticipated that Jon would report in February.

Finance Committee Report: by Todd Bingham

Key highlights:

See above

FACE Committee Report:

Key highlights:

Discussion about keyboarding and whether it should be offered at the school. Esther explained that the school does have a digital literacy class, but otherwise no.

Academics Committee Report:

Key highlights:

Did not meet this month

Governance Committee Report:

Key highlights:

Policy Review

Discussion Items:

Student Performance:

Discussion:

The school has developed a report where teachers can track behavior incidents across incident type, grade level, location of incident, and number of unique students vs number of total incidents. This report is early



in its progress and the board made some suggestions about data that would be nice to add and other data that might be cleaned up a bit.

Breakfast and books was also discussed. Bethany observed that some students may think that they are not allowed to come. Esther explained that the school sends letters to parents to encourage kids to come. She also explained that they've started a reading lounge for the middle schoolers.

Teacher Recruitment:

Discussion:

Discussed moving incentives and pushing the “great outdoors” to attract out-of-state teachers.

Stakeholder Survey Review, by Jeff Gunther

Discussion:

Jeff reviewed the results of the bi-annual survey given to parents of students during parent-teacher conferences. Most of the results were very positive. There was some discussion about elements that indicate potential areas of focus. For example, 18% of parents rated “alignment between student interests and school activities” as “somewhat well”. 13% said the same about their students’ sense of belonging. The board agreed that these are important points to keep an eye on, but recommended no action at this time.

Matriculation Agreement Update: by Bethany Zeyer

Discussion:

Bethany reported on her progress here, which was that she had an initial meeting with Darrell Robinson who recommended a few names. Bethany will continue to try and put together an unbiased group of individuals.

Policy Revisions Review (5501, 5701, 6203, and 6204): by Jeff Gunther

Discussion:

Jeff reviewed the few minor changes to these policies, some bringing the policies better into alignment with statute, others being slight clarifications.

Discussion around the grievance policy and how should the board assist if a parent complains to them. Esther indicated that there is a document that she shares with parents that helps them to consider the steps that they have taken already, e.g. have they talked already to the student’s teacher?

In the discussion about teaching materials, Josh commented that the revisions were intended to give teachers more freedom in the classroom while still asserting that the main source of course material would come from well-tested, certified programs.

Action Items:

Revised Budget, by Finance Committee

Discussion:



Jeff reviewed the revised budget, reaffirming that the school would take a \$300k loss this year due to enrollment loss between this and last year. This will cut into the \$1M surplus that the school has. Jeff pointed out that the lunch program is in the black.

Motion to *Accept revised budgets by timestamp* by: Todd

2nd by: Josh

Discussion?

For: 5

Against: 0

Adjournment:

Motion to *Adjourn at 9:11p* by: Todd